

## SUTTON PARISH COUNCIL

Minutes of the meeting of Sutton Parish Council held at 7.30pm on Tuesday 27<sup>th</sup> July 2021, The Pavilion, Sutton

Present: Cllr M Inskip (Chair) Cllr B Browne Cllr B Collard Mr B Watson  
Cllr S Partington Cllr S Smith Cllr J Webb Miss B Skelham

Public: None Present Clerk: Mrs R Hughes  
Assistant Clerk: Mrs M Wolland

### **29/21 To receive and note apologies for absence.**

Apologies received from Cllr Newton, Cllr Goodjohn and Cllr Amner  
Cllr Jordan not present at the start of the meeting.

### **30/21 To receive declarations of interest**

The declaration of interest was noted after the item was discussed at the meeting

Mrs Webb Agenda item 40/21/a Prejudicial Interest Dec No: 350/21

### **31/21 Public Participation**

No members of the public present

### **32/21 Matters for Information only.**

1. Ouse Washes bank works update – Environment Agency - Noted
2. To note resignation from Helen Wales, and clerk to inform action to fill vacancy

The clerk informed the council that the resignation from Helen Wales has been received and that the clerk has thanked her for all her time on the Parish Council. The formal process has been started with ECDC and there is a period of 10 days for a poll to be called. If this does not happen, the casual vacancy will be advertised alongside the other 2 vacancies. As there will be 3 seats, it would be good to promote this in the village to try and attract candidates.

3. Clerk to inform council of Concessionary Bus Pass renewals. (Details on website) - Noted

### **33/21 To approve the minutes of the Full Council meeting of the 22<sup>nd</sup> June 2021.**

It was proposed by Mr Inskip, seconded by Mr Smith and resolved following a vote of 4 for and 4 abstentions to **approve the minutes of the Full Council meeting of the 22<sup>nd</sup> June 2021 as a true record of the meeting.**

### **34/21 To receive and note the Resolution Action chart**

The resolution action chart was noted and the clerk advised the council that the Poors Land lease has been delayed due to issues with current proposed solicitors, alternative solicitor may be sought.

### **35/21 To receive reports in relation to Sutton from:**

1. Cllr Lorna Dupre – Cambridgeshire County Council. - Noted
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council - Noted

Questions for the Clerk to send back to Cllr Dupre in her absence

CCC – School Meal Vouchers – Were the funds agreed and the vouchers provided?

### **36/21 Finance**

1. **To approve payments**

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to approve the payments as listed.**

a) Online Payments

July	Salary payments & expenses	£7201.69
LGSS	Pension	£810.27
The Copier Warehouse	Photocopying	£85.06
Truelink Ltd	Grass maintenance	£783.60
Centradata Ltd	Microsoft online	£131.30
Centradata Ltd	IT Quarterly support	£192.00
David Frear plumbing & heating	Boiler services	£144.00
Ely Skip Hire	Burial Ground Skip	£135.00
David Frear Plumbing & Heating	Repair Water issue – Glebe	£258.65
David Frear Plumbing & Heating	Repair Tap/Toilet – Glebe	£186.00
CamAlarms Limited	Fire Alarm maintenance – Glebe	£115.08
CamAlarms Limited	Fire Alarm maintenance – Pavilion	£93.48

b) Direct Debits

Volkswagen Leasing	Van Lease	£242.99
The Peoples Pension	Pension	£151.33
ECDC	Non-domestic rates	£584.28
BT	Telephone	£212.74
Positive Energy	Glebe – Gas	£59.98
Positive Energy	Pavilion – Gas	£81.19
SSE	Street light Electric	£94.06
Excell	Mobile phones	£144.21
Positive Energy	Glebe electric	£12.32
Positive Energy	Floodlights	£12.32
Positive Energy	Glebe gas	£18.50
Positive Energy	Glebe electric	£13.97
Positive Energy	Pavilion Gas	£35.36
Positive Energy	pavilion electric	£68.94
Positive Energy	Glebe electric	£0.41

## 37/21 Planning

### 1. Planning Approvals

- i. 21/00101/ADI. 20 Ely Road Sutton. 1 set of face illuminated letters on rails, 1 set of non illuminated sub text , 1 set of face illuminated letters on rails , 1 set of face illuminated letters on rails, off non illuminated double sided totem sign - Noted
- ii. 21/00708/FUL. 2 Croftwood Sutton. Garage conversion - Noted
- iii. 21/00485/OUT. Land To North Side Of Mill Field Sutton. Proposed residential development of nine dwellings access road, car ports, garaging, visibility splays and associated site works - Noted

### 2. Planning Applications

- i. 21/00826/VAR. Charringtons Solid Fuel Crown Yard Depot Station Road Sutton. Vary condition 2 of previously approved 18/01692/FUL for Siting of 6 storage containers and repositioning of approved storage building – It was proposed by Mr Watson, seconded by Mr Smith and **resolved unanimously to raise concerns about any variations to the operating hours and would suggest outright refusal to any amendments to those originally permitted.**
- ii. 21/01031/FUL. Land To The Rear Of 107 The Row Sutton. Proposed lake and associated works – ECDC to determine

### 3. Planning Withdrawals

- i. 21/00773/FUL. 85 The Row Sutton. Change of use of a building (C3 Dwelling house) to two separate dwelling houses. Erection of single-storey front extension to Plot 1 and erection of two-storey side extension to Plot 2. - Noted

### 4. Tree Applications

- i. 21/00784/TRE. 5 High Street Sutton. T1 Ash - Fell. Tree is in rear garden - Noted

### 38/21 Committees and Working Parties

1. **Traffic & Transport working party – 10<sup>th</sup> June 2021**

- a. To receive notes from the meeting - Noted

2. **Neighbourhood Plan working party – 28<sup>th</sup> June 2021**

- a) To receive notes from the meeting – Noted

3. **Sports & Rec working party – 20<sup>th</sup> July 2021**

- a) To receive notes from the meeting

- b) To consider and approve recommendations from the working party.

- i) For the Clerk to proceed with re-hanging of the gates and the introduction of a regime of overnight locking of the MUGA to reduce littering and vandalism

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously for the Clerk to proceed with contracting FLP to re-hang the MUGA gates and to introduce a regime for overnight locking of the MGA to reduce littering and vandalism**

- ii) To agree in principle with the proposal the open spaces group has agreed with local residents for the open space in Windmill Walk, to include general planting and bulbs including planting against the wall, a suitably placed tree, some tree stumps and chipping, a picnic bench (or similar) and a bin.

It was proposed by Mr Inskip, seconded by Mrs Webb and **resolved following a vote of 7 for and 1 abstention to agree with the proposal from the open spaces group for Windmill Walk. This is subject to the Open spaces group providing the council with a detailed final plan with full costings, future maintenance plans and having it approved by the council before proceeding with any work on the area.**

Cllr Jordan joined the meeting at 8:13pm

- iii) To review the proposal for the installation of facilities on the old Pavilion site on the Old Recreation ground off Lawn Lane, and if acceptable to explore wider consultation and development of more detailed costings

It was proposed by Mr Inskip, seconded by Mrs Webb and **resolved unanimously to explore the options for installation of facilities on the old Pavilion site on the old recreation ground off Lawn Lane and explore wider consultation and development of more detailed costings**

### 39/21 BT Telephone kiosk

1. To receive update report from the Clerk.

- a) To confirm the receipt of the agreement (now signed by both parties). - Noted

- b) To consider the K Series information pack in relation to future maintenance (part of the agreement), and approval for the clerk to proceed to obtain the quotations for the work, including any planning consents where required. (Listed box in a conservation area).

The clerk advised the council that the pack contains information on the future maintenance of the K6 kiosk and as this is a listed building and situated in a conservation area that advice should be obtained from the planning authority at ECDC.

Once this has been obtained the clerk will look at any maintenance required and the possible uses out of suggestions the council already received in 2020.

### 40/21 Community Room & use by Sutton Primary School.

- a) Clerk & Chairman to report on meeting with Sutton Primary School regarding future use of the Community Room.

The Clerk, Chairman, Headteacher and member of school office staff met regarding the future use of the Community Room.

When the council facilities were closed during the Covid restrictions, it was agreed that the school could use the community room to give them more space which was necessary. Historically the school get free use of the rooms when it is available and booked via the parish office and the room is available for hire to the public.

A formal plan is being put together by the clerk for the school to use the community room between 8:30am to 4:30pm term time and be responsible for all utility bills and cleaning whilst it is in their use.

The plan will be reviewed with the headteacher and be reported back to the Council.

Cllr Webb declared a prejudicial interest after item 40/21 declaration of interest noted.

**41/21 To consider delegation to the clerk in the event that it is not possible to hold the next meeting.**

It was proposed by Mr Inskip, seconded by Mr Browne and following a vote of 7 for and 1 abstention **to approve delegation to the clerk in the event that it is not possible to hold the next meeting,**

**42/21 Date of Next Meeting(s)**

Full Council 24<sup>th</sup> August 2021

The meeting closed at 8:39pm.

Signed.....  
Chairman

Date.....